United Nations ST/IC/2017/3

Secretariat

1 January 2017

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Revised base salary scales for staff in the Professional and higher categories and staff in the Field Service category**

1. In accordance with General Assembly resolutions 70/244 and 71/264, the dual salary scale, composed of a dependency rate and a single rate of salary will be replaced, with effect from 1 January 2017, by a unified salary scale without regard to dependency status for all staff members in the Professional and higher categories as set out in annex I to the present circular. The new unified salary scale reflects the consolidation, on a no-loss/no-gain basis, of 1.02 multiplier points into the net base salaries under the unified salary scale approved by the General Assembly in its resolution 70/244.

2. In accordance with the practice followed on the occasion of previous consolidations of multiplier points into net base salaries, upon implementation of the revised base salary scale, revised post adjustment indices and multipliers will be established by the International Civil Service Commission (ICSC) for all duty stations. Changes in post adjustment multipliers due after 1 January 2017 will be effected on the basis of the movement of the newly consolidated post adjustment indices.

3. In its sixteenth annual report to the General Assembly, for 1990, ICSC recommended, and the Secretary-General subsequently approved, that future adjustments of the base salary scale applicable to staff in the Field Service category should be made by reference to adjustments to the salary scale for staff in the Professional and higher categories (see A/45/30, para. 270 (e)). Accordingly, the net base salary scale for staff in the Field Service category has also been revised, effective 1 January 2017, to reflect the consolidation of 1.02 multiplier points into net base salaries, as indicated in paragraph 1 above.

4. The revised base salary scales for staff in the Professional and higher categories and staff in the Field Service category, effective 1 January 2017, showing

* The present circular, which cancels and supersedes ST/IC/2016/5 of 15 January 2016, will be in effect until further notice.

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gross salaries and their net equivalents after application of staff assessment, are reproduced in annexes I and II to the present circular. The implementation of those scales will be reflected in the end-of-January 2017 payroll.

Step conversion

5. The grade and step matching for conversion to the unified salary scale structure shall be implemented on 1 January 2017 according to the step conversion procedures set out in annex III to the present circular.

6. Any step increments (regular or accelerated) due on 1 January 2017 will be granted to eligible staff members after the conversion to the unified salary scale structure.

7. For staff members in receipt of special post allowance pursuant to staff rule 3.10 on 1 January 2017, conversion in accordance with paragraphs 5.1 and 5.2 above shall be implemented for both the regular and the special post allowance grades and steps.

Step increment periodicity

8. In accordance with annex I to the Staff Regulations (ST/SGB/2017/1), the step periodicity under the unified salary scale structure shall be as follows:

(a) At the P-1 to P-5 levels, steps up to step VII shall be granted annually, and steps VIII to XIII shall be granted biennially;

(b) At the D-1 level, steps up to step IV shall be granted annually, and steps V to XIII shall be granted biennially;

(c) At the D-2 level, all steps shall be granted biennially;

(d) At the FS-1 to FS-7 levels, steps up to step VII shall be granted annually, and steps VIII to XIII shall be granted biennially.

Staff beyond the maximum salaries on the unified salary scale

9. The salary levels of staff members who were, as at 31 December 2016, at the following grades and steps: P-1, step X; P-2, step XII; P-3, step XIV; P-3, step XV; P-4, step XIV; P-4, step XV; FS-3, step XIV; FS-3, step XV; FS-4, step XIV; or FS-4, step XV, that were higher than those at the maximum step of their grade upon conversion to the unified salary scale, shall be maintained as a pay protection measure in accordance with the pay points matrix set out in annex IV to the present circular. Those salaries shall be adjusted for any consolidation of post adjustment to base salaries as approved by the General Assembly. The pensionable remuneration corresponding to those salaries, as set out in annex V, shall also be maintained and adjusted at the same time as the pensionable remuneration scale is adjusted.

Pensionable remuneration

10. The pensionable remuneration scales to be used in conjunction with the unified salary scales are set out in annex V to the present circular.

11. Upon implementation of the unified salary scale, the pensionable remuneration scale shall continue to be updated on the same date and by the same percentage as net remuneration changes in New York.

12. For those staff members whose pensionable remuneration immediately before the conversion to the unified salary scale was higher than the corresponding pensionable remuneration on the unified salary scale owing to their conversion to a lower step, the pensionable remuneration level at the higher step shall be maintained as a personal pensionable remuneration until such time as the next step increment is granted.

Dependent spouse allowance

13. Staff members in the Professional and higher categories and in the Field Service category who have a dependent spouse as recognized by the Organization[1] will be paid a spouse allowance equivalent to 6 per cent of net remuneration (net base salary and post adjustment).

Single parent allowance

14. Staff members in the Professional and higher categories and the Field Service category who are single parents as recognized by the Organization[2] and who provide main and continuous support for their dependent children will receive an allowance in respect of the first dependent child at the level of 6 per cent of net remuneration (net base salary and post adjustment), and be provided in lieu of the child allowance, except when the first dependent child is a child with a disability, in which case the child allowance and the single parent allowance will be payable.

Transitional allowance

15. A staff member who does not have a dependent spouse and was in receipt of salary at the dependency rate in respect of a dependent child as at 31 December 2016 will receive a transitional allowance equivalent to 6 per cent of net remuneration (net base salary and post adjustment) in respect of that child, as from 1 January 2017, subject to the conditions adopted by the General Assembly in its resolution 70/244 and duly reflected in the applicable administrative instruction.[2]

[1] For the purpose of determining the dependency status of a spouse, as from 1 January 2017, all earnings received, including but not limited to pension income, such as retirement and disability benefits, and earnings resulting from investments, shall be included in the computation of annual gross earnings. See the administrative instruction on dependency status and dependency benefits (ST/AI/2016/8) for more details.

[2] See ST/AI/2016/8 for more details on the eligibility criteria.

Annex I

Salary scale for the Professional and higher categories showing annual gross salaries and net equivalents after application of staff assessment

Effective 1 January 2017

(United States dollars)

Level		*Steps*												
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*
USG	Gross	192 236												
	Net	142 376												
ASG	Gross	174 373												
	Net	130 586												
			*	*	*	*	*	*	*	*	*			
D-2	Gross	139 500	142 544	145 589	148 637	151 788	155 018	158 248	161 479	164 709	167 939			
	Net	107 150	109 281	111 412	113 546	115 680	117 812	119 944	122 076	124 208	126 340			
						*	*	*	*	*	*	*	*	*
D-1	Gross	124 807	127 483	130 160	132 837	135 506	138 183	140 857	143 529	146 207	148 880	151 648	154 483	157 320
	Net	96 865	98 738	100 612	102 486	104 354	106 228	108 100	109 970	111 845	113 716	115 588	117 459	119 331
									*	*	*	*	*	*
P-5	Gross	107 459	109 734	112 011	114 284	116 561	118 834	121 113	123 387	125 663	127 937	130 214	132 486	134 764
	Net	84 721	86 314	87 908	89 499	91 093	92 684	94 279	95 871	97 464	99 056	100 650	102 240	103 835
									*	*	*	*	*	*
P-4	Gross	88 351	90 374	92 396	94 418	96 441	98 462	100 529	102 724	104 919	107 114	109 314	111 504	113 701
	Net	70 647	72 184	73 721	75 258	76 795	78 331	79 870	81 407	82 943	84 480	86 020	87 553	89 091
									*	*	*	*	*	*
P-3	Gross	72 478	74 349	76 221	78 091	79 964	81 836	83 707	85 582	87 451	89 324	91 199	93 068	94 942
	Net	58 583	60 005	61 428	62 849	64 273	65 695	67 117	68 542	69 963	71 386	72 811	74 232	75 656
									*	*	*	*	*	*
P-2	Gross	55 955	57 629	59 303	60 976	62 651	64 328	66 003	67 674	69 350	71 022	72 696	74 374	76 045
	Net	46 026	47 298	48 570	49 842	51 115	52 389	53 662	54 932	56 206	57 477	58 749	60 024	61 294
									*	*	*	*	*	*
P-1	Gross	43 371	44 672	45 973	47 275	48 575	49 877	51 287	52 708	54 129	55 551	56 971	58 391	59 812
	Net	35 998	37 078	38 158	39 238	40 317	41 398	42 478	43 558	44 638	45 719	46 798	47 877	48 957

Abbreviations: USG, Under-Secretary-General; ASG, Assistant Secretary-General.

* Step increment periodicity is two years.

Annex II

Salary scale for the Field Service category showing annual gross salaries and net equivalents after application of staff assessment

Effective 1 January 2017

(United States dollars)

		Steps												
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*
									*	*	*	*	*	*
FS-7	Gross	87 811	89 946	92 079	94 203	96 333	98 462	100 646	102 954	105 270	107 581	109 896	112 211	114 527
	Net	70 236	71 859	73 480	75 094	76 713	78 331	79 952	81 568	83 189	84 807	86 427	88 048	89 669
									*	*	*	*	*	*
FS-6	Gross	72 961	74 917	76 880	78 836	80 791	82 749	84 711	86 676	88 630	90 588	92 550	94 507	96 463
	Net	58 950	60 437	61 929	63 415	64 901	66 389	67 880	69 374	70 859	72 347	73 838	75 325	76 812
									*	*	*	*	*	*
FS-5	Gross	62 686	64 354	66 025	67 693	69 368	71 039	72 713	74 383	76 058	77 729	79 400	81 072	82 739
	Net	51 141	52 409	53 679	54 947	56 220	57 490	58 762	60 031	61 304	62 574	63 844	65 115	66 382
									*	*	*	*	*	*
FS-4	Gross	54 875	56 268	57 655	59 039	60 429	61 813	63 199	64 591	65 976	67 364	68 753	70 095	71 528
	Net	45 205	46 264	47 318	48 370	49 426	50 478	51 531	52 589	53 642	54 697	55 752	56 772	57 861
									*	*	*	*	*	*
FS-3	Gross	48 217	49 302	50 413	51 592	52 770	53 954	55 132	56 312	57 495	58 667	59 847	61 029	62 212
	Net	40 020	40 921	41 814	42 710	43 605	44 505	45 400	46 297	47 196	48 087	48 984	49 882	50 781
									*	*	*	*	*	*
FS-2	Gross	42 839	43 793	44 751	45 702	46 658	47 611	48 524	49 520	50 521	51 562	52 603	53 642	54 682
	Net	35 556	36 348	37 143	37 933	38 726	39 517	40 275	41 102	41 896	42 687	43 478	44 268	45 058
									*	*	*	*	*	*
FS-1	Gross	38 136	38 976	39 812	40 652	41 489	42 334	43 172	44 008	44 849	45 687	46 524	47 361	48 199
	Net	31 653	32 350	33 044	33 741	34 436	35 137	35 833	36 527	37 225	37 920	38 615	39 310	40 005

* Step increment periodicity is two years.

Annex III

Step conversion procedures

Table 1

Step conversion for the Professional and higher categories

Level	Current step	Unified scale D	Unified scale S	Level	Current step	Unified scale D	Unified scale S	Level	Current step	Unified scale D	Unified scale S	Level	Current step	Unified scale D	Unified scale S
P-1	1	4	4	P-2	11	13	13	P-4	4	4	4	P-5	9	9	8
P-1	2	5	5	P-2	12	98[a]	98[a]	P-4	5	5	5	P-5	10	10	9
P-1	3	6	6	P-3	1	1	1	P-4	6	6	6	P-5	11	11	10
P-1	4	7	7	P-3	2	2	2	P-4	7	7	7	P-5	12	12	11
P-1	5	8	8	P-3	3	3	3	P-4	8	8	8	P-5	13	13	12
P-1	6	9	9	P-3	4	4	4	P-4	9	9	9	D-1	1	3	2
P-1	7	11	10	P-3	5	5	5	P-4	10	10	10	D-1	2	4	3
P-1	8	12	11	P-3	6	6	6	P-4	11	11	11	D-1	3	5	4
P-1	9	13	13	P-3	7	7	7	P-4	12	12	11	D-1	4	6	5
P-1	10	98[a]	98[a]	P-3	8	8	8	P-4	13	13	12	D-1	5	7	6
P-2	1	3	3	P-3	9	9	9	P-4	14	98[a]	13	D-1	6	8	7
P-2	2	4	4	P-3	10	10	10	P-4	15	99[a]	98[a]	D-1	7	9	8
P-2	3	5	5	P-3	11	11	11	P-5	1	1	1	D-1	8	10	9
P-2	4	6	6	P-3	12	12	12	P-5	2	2	2	D-1	9	11	10
P-2	5	7	7	P-3	13	13	13	P-5	3	3	3	D-2	1	2	1
P-2	6	8	8	P-3	14	98[a]	98[a]	P-5	4	4	4	D-2	2	3	2
P-2	7	9	9	P-3	15	99[a]	99[a]	P-5	5	5	4	D-2	3	4	3
P-2	8	10	10	P-4	1	1	1	P-5	6	6	5	D-2	4	5	4
P-2	9	11	11	P-4	2	2	2	P-5	7	7	6	D-2	5	6	5
P-2	10	12	12	P-4	3	3	3	P-5	8	8	7	D-2	6	7	6

[a] Steps 98 and 99 correspond to pay protection measures 1 and 2 respectively and apply to staff whose salaries before conversion were higher than those at the maximum steps of their grades on the unified salary scale.

Table 2
Step conversion for the Field Service category

Level	Current step	Unified scale D	Unified scale S	Level	Current step	Unified scale D	Unified scale S	Level	Current step	Unified scale D	Unified scale S	Level	Current step	Unified scale D	Unified scale S
FS-1	1	I	II	FS-3	1	1	1	FS-4	8	8	8	FS-6	2	2	2
FS-1	2	2	3	FS-3	2	2	2	FS-4	9	9	9	FS-6	3	3	3
FS-1	3	3	4	FS-3	3	3	3	FS-4	10	10	10	FS-6	4	4	4
FS-1	4	4	5	FS-3	4	4	4	FS-4	11	11	11	FS-6	5	5	5
FS-1	5	5	6	FS-3	5	5	5	FS-4	12	12	12	FS-6	6	6	6
FS-1	6	6	7	FS-3	6	6	6	FS-4	13	13	13	FS-6	7	7	7
FS-1	7	7	8	FS-3	7	7	7	FS-4	14	98[a]	98[a]	FS-6	8	8	8
FS-1	8	8	9	FS-3	8	8	8	FS-4	15	99[a]	99[a]	FS-6	9	9	9
FS-1	9	9	10	FS-3	9	9	9	FS-5	1	1	1	FS-6	10	10	10
FS-1	10	10	11	FS-3	10	10	10	FS-5	2	2	2	FS-6	11	11	11
FS-2	1	1	2	FS-3	11	11	11	FS-5	3	3	3	FS-6	12	12	12
FS-2	2	2	3	FS-3	12	12	12	FS-5	4	4	4	FS-7	1	1	1
FS-2	3	3	4	FS-3	13	13	13	FS-5	5	5	5	FS-7	2	2	2
FS-2	4	4	5	FS-3	14	98[a]	98[a]	FS-5	6	6	6	FS-7	3	3	3
FS-2	5	5	5	FS-3	15	99[a]	99[a]	FS-5	7	7	7	FS-7	4	4	4
FS-2	6	6	6	FS-4	1	1	1	FS-5	8	8	8	FS-7	5	5	5
FS-2	7	7	7	FS-4	2	2	2	FS-5	9	9	9	FS-7	6	6	6
FS-2	8	8	8	FS-4	3	3	3	FS-5	10	10	10	FS-7	7	7	7
FS-2	9	9	9	FS-4	4	4	4	FS-5	11	11	11	FS-7	8	8	8
FS-2	10	10	10	FS-4	5	5	5	FS-5	12	12	12	FS-7	9	9	9
FS-2	11	11	11	FS-4	6	6	6	FS-5	13	13	13	FS-7	10	10	10
FS-2	12	12	12	FS-4	7	7	7	FS-6	1	1	1	FS-7	11	11	11
												FS-7	12	12	12

[a] Steps 98 and 99 correspond to pay protection measures 1 and 2 respectively and apply to staff whose salaries before conversion were higher than those at the maximum steps of their grades on the unified salary scale.

Annex IV

Pay protection measures for staff whose salaries are higher than the maximum salaries on the base/floor salary scales, with effect from 1 January 2017, showing annual gross salaries and net equivalents after application of staff assessment

Effective 1 January 2017

(United States dollars)

Level		*Pay protection measure 1*	*Pay protection measure 2*
P-4	Gross	115 899	118 096
	Net	90 629	92 167
P-3	Gross	96 812	98 684
	Net	77 077	78 500
P-2	Gross	77 721	–
	Net	62 568	–
P-1	Gross	61 233	–
	Net	50 037	–
FS-4	Gross	72 914	74 299
	Net	58 915	59 967
FS-3	Gross	63 391	64 568
	Net	51 677	52 572

Annex V

Pensionable remuneration

Pensionable remuneration for staff in the Professional and higher categories

Effective 1 January 2017

(United States dollars)

	Steps												
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*
USG	301 443	–	–	–	–	–	–	–	–	–	–	–	–
ASG	278 617	–	–	–	–	–	–	–	–	–	–	–	–
D-2	226 417	231 676	236 943	242 208	247 468	252 732	257 995	263 258	268 520	273 781	–	–	–
D-1	201 410	205 868	210 577	214 896	219 215	223 524	227 842	232 374	237 003	241 629	246 248	250 418	254 870
P-5	175 226	178 897	182 568	186 245	189 915	193 588	197 258	200 934	204 605	208 278	211 951	215 632	219 569
P-4	143 031	146 571	150 103	153 637	157 180	160 711	164 248	167 788	171 321	174 854	178 387	181 935	185 465
P-3	117 554	120 559	123 558	126 554	129 559	132 557	135 557	138 562	141 702	144 985	148 264	151 543	154 825
P-2	91 077	93 761	96 441	99 131	101 810	104 495	107 179	109 862	112 545	115 226	117 913	120 597	123 276
P-1	69 933	72 211	74 489	76 766	79 044	81 322	83 600	85 878	88 156	90 434	92 711	94 989	97 267

Abbreviations: USG, Under-Secretary-General; ASG, Assistant Secretary-General.

Pensionable remuneration for staff in the Field Service category

Effective 1 January 2017

(United States dollars)

	Steps												
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*
FS-7	142 245	145 982	149 721	153 451	157 189	160 711	164 668	168 401	172 138	175 874	179 611	183 352	187 086
FS-6	118 331	121 471	124 617	127 749	130 890	134 032	137 166	140 340	143 765	147 199	150 634	154 060	156 877
FS-5	101 866	104 538	107 220	109 899	112 580	115 255	117 937	120 614	123 297	125 975	128 655	131 330	134 011
FS-4	89 354	91 581	93 802	96 026	98 247	100 472	102 694	104 922	107 141	109 366	111 589	113 738	116 034
FS-3	78 415	80 310	82 201	84 093	85 977	87 873	89 766	91 651	93 546	95 425	97 319	99 210	101 107
FS-2	69 085	70 674	72 350	74 018	75 688	77 356	78 954	80 696	82 366	84 042	85 709	87 378	89 027
FS-1	61 494	62 850	64 204	65 552	66 903	68 263	69 618	71 053	72 522	73 985	75 236	76 614	77 992

Pensionable remuneration for staff members subject to pay protection measures

Effective 1 January 2017

(United States dollars)

Level	*Pay protection measure 1*	*Pay protection measure 2*
P-4	189 002	192 540
P-3	158 104	161 384
P-2	125 962	–
P-1	98 313	–
FS-4	118 259	120 481
FS-3	102 993	104 888